EMPLOYEE ASSISTANCE PROFESSIONALS -1
(EAP-1)
July 18 – July 23, 2010
William W. Winpisinger Education and Technology Center

INFORMATION AND INSTRUCTIONS

RESERVATION PROCEDURE

After a reservation form is completed and returned to the Community Services Department, participants **will be sent an information packet** from the William W. Winpisinger Education and Technology Center.

Any correspondence in connection with this training should be directed to the IAM Retirees, Community & Membership Services Department, 9000 Machinists Place, Upper Marlboro, Maryland 20772. For phone inquiries, call (301) 967-3433.

COSTS

Participants will be housed in the William W. Winpisinger Education and Technology Center dormitory at no charge for room, tuition, study materials, meals or refreshments. Any other costs incurred, such as normal out-of-pocket expenses, are the responsibility of the participant.

Transportation for participants will be provided in accordance with the October 21, 2005 Policy Letter covering "William W. Winpisinger Education and Technology Center Tuition, Transportation Subsidy and Curriculum".

All participants (whether flying or driving) should promptly **return the "Program Reservation/Travel Information Request" form that will be included in the information packet** to the William W. Winpisinger Education and Technology Center. Members sending those forms after the **June 18, 2010 deadline** forfeit transportation payment. If possible, please fax it to the William W. Winpisinger Center at (301) 373-2860.

SPECIAL NOTE:

The William W. Winpisinger Education and Technology Center has arranged for the bus to meet you at 8:00 pm on Saturday, July 17, 2010.

It is recommended that you have something to eat before leaving the secured area of the airport. Once you leave the secured area, your food options are very limited. Carry out menus are also available at the W3 Depot for food delivery. We only provide light snacks at the Depot.

➤ When you arrive at BWI Airport (Baltimore-Washington International Airport) claim your luggage on the lower level.

➤ Go outside at <u>door #14</u> and cross to the second (2nd) curb to wait for the W3 vehicle. The W3 vehicle will be clearly marked with the IAM logo on the sides.

➤ The W3 vehicle will take you from BWI to the W3 Depot.

➤ The W3 vehicle runs every half hour from 4:00 p.m. – 8:00 p.m. If you miss the vehicle, don't panic. Stay where you are. The W3 vehicle will return shortly.

➤ The W3 Depot is open from 4:00 p.m. to 8:30 p.m. The address is:

> AFCO Cargo BWI II LLC Facility
> Cargo Building F, Suite 1400
> North Cargo Complex
> Baltimore-Washington International Airport
> Baltimore, Maryland
> 301-997-8839

At the W3 Depot there will be a place for you to wait. A TV and Wi-Fi connectivity is available. Light refreshments will be provided for all members and guests.

The W3 Bus will depart from the W3 Depot <u>promptly</u> at 8:30 p.m. to arrive at William W. Winpisinger Education & Technology Center approximately 10:00 p.m. This is the <u>only</u> transportation that is provided from BWI to the Winpisinger Center.

There is no public bus service to the William W. Winpisinger Education and Technology Center. Cab fare (at your expense) is approximately $120.00, IF YOU CAN GET A CAB TO MAKE THE RUN! Return transportation to BWI will be provided on Friday. You can plan to depart from BWI Airport any time after 3:00 p.m. on Friday, July 23, 2010.

Directions will be provided to those participants planning to drive to the William W. Winpisinger Education and Technology Center.

<u>CHECK-IN AND TIME SCHEDULE</u>

Participants providing their own transportation to the William W. Winpisinger Education and Technology Center should check in at the Center **no later than noon on Sunday, July 18, 2010.**

Class sessions are tentatively scheduled from 8:00 a.m. to 5:00 p.m. We are asking that participants attend all sessions. Late arrivals or early departures disrupt the continuity of the program and will not be accepted.